

## CREDENTIAL REQUEST PROCESS

Your credential application will be processed using the California Commission on Teacher Credentialing online processing system. This process requires that you have a valid e-mail address and a credit or debit card for payment.

- **Complete the attached Credential Request Form and submit it to the Credential Office**
- **Submit all necessary items specified for type of credential.**

### Multiple Subject

- RICA
- CPR Certification (Adult, Infant & Child)
- Exit Survey Verification

### Single Subject

- CPR Certification (Adult, Infant & Child)
- Exit Survey Verification

### Education Specialist Level I

- RICA
- Verification of Employment as an Education Specialist (*Form CL-777.1*)
- Exit Survey Verification

*Certificate of Eligibility does not require form CL-777.1*

### Education Specialist Level II

- Verification of Technology Course
- Verification of Health Education Course
- CPR Certification (Adult, Infant & Child)
- Verification of 2 years Education Specialist Experience (*Form CL-41 EXP*)

### Administrative Services Level I

- Verification of 3 years teaching experience (*Form CL-41 EXP*)
- Verification of Employment as an Administrator (*Form CL-777*)

*Certificate of Eligibility does not require form CL-777.1*

### Interns

- Signed Intern Authorization for Employment Form

- **Credential Analyst will verify information, confirm eligibility and recommend for the credential. This process will not take place until final grades are posted.**  
Request will be processed in the order in which they are received. Depending upon volume, it may take several weeks before your file is processed. (*If additional documentation is required you will be informed via email*)
- **You will receive notification of recommendation from the CCTC via e-mail. Follow e-mail instructions, and submit payment. Once payment is submitted you will receive notice of receipt. Within 10 business days after payment, you will receive confirmation that your credential has been issued (providing there are no extenuating circumstance), followed by a notice of granting. All notices will take place via e-mail by CCTC.**

Applicant Do Not Write Below This Line

**Office Use Only**

---

Date Received \_\_\_\_\_

Documentation included (if applicable):

- CPR certification (**MS/SS**)
- RICA (**MS/SPED**)
- Verification of Employment as an Education Specialist (*CL-777.1*) (**SPED**)
- Verification of Exit Survey (**MS/SS/SPED**)
- Verification of Employment as an Administrator (*CL-777*) (**ELP**)
- Verification of Experience (*CL-41 EXP*) (**ELP/SPED II**)

---

**Evaluation**

- Degree
- CBEST
- COC
- Subject Matter
- US Constitution
- RICA (if applicable)
- CPR (if applicable)
- PACT
- Health Course (if applicable)
- Technology Course (if applicable)

Fee Credit

- Yes
- No

---

**Recommendation**

Online Submission Date: \_\_\_\_\_ Credential Type: \_\_\_\_\_

Issuance Date: \_\_\_\_\_ Completed Program Term: \_\_\_\_\_

Tracker entry: \_\_\_\_\_ PeopleSoft entry: \_\_\_\_\_

Notification Date: \_\_\_\_\_

Credential Analyst: \_\_\_\_\_

Comments \_\_\_\_\_

---

---



---

Signature

---

Date